TAX AUDITOR for the BOARD OF EQUALIZATION

To apply for this exam, please visit SPB Web site at http://www.spb.ca.gov/employment/exam_start.

Definition:

This classification is the recruiting/training level of the series. Under close supervision, incumbents either: (1) conduct the least to moderately difficult field audits, assist in the more difficult field audits, correspond with taxpayers, and answer tax-related questions; or (2) in a headquarters unit, review field audit reports or petitions for redetermination and claims for refund and correspond and discuss the application of tax laws with taxpayers, attorneys, accountants, and district office staff.

Summary of Minimum Requirements:

before being considered eligible for appointment.)

Education:

Either L

Graduation from college, with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced

Or II

- A) Completion of either a prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
- B) The equivalent of 19 semester units, 16 of which must have been professional accounting courses given by a collegiategrade residence institution including courses in elementary and intermediate or advanced accounting, auditing and cost accounting, and three semester units of business law.

(Applicants who will complete course work requirements in the current semester or quarter, will be admitted to the exam, but must submit proof of successful completion to be considered eligible for appointment.)

For a complete job description and minimum requirements, please visit: www.boe.ca.gov/exams/projobs.htm

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http://www.spb.ca.gov/employment/exam start.htm

Knowledge and Abilities:

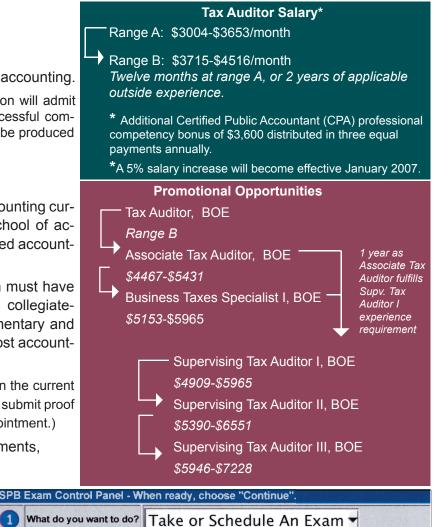
Knowledge of: General accounting and auditing principles and procedures and business law.

Ability to: Apply the required knowledge; conduct audits or financial examinations of taxpayer's accounts and records; meet with and obtain the cooperation of persons subject to tax or regulation; create and maintain an atmosphere of good will in beginning and completing an audit and disclosing findings critical in nature; analyze data and draw sound conclusions; analyze situations accurately and take effective action; prepare clear, complete, and concise reports; and communicate effectively.

Special Personal Characteristics:

Select an Exam

Willingness to travel and work away from the office.



Tax Auditor - CA, TX, NY, IL (BOE)

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